

PS1032 - Deductions for a Check

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Description

Use PS1032 to view deductions from the payroll history for a selected check transaction. Transactions are listed by deduction type and deduction code. This screen first displays contributions in ascending order, followed by deductions in ascending order.

For an example of the Deductions for a Check screen, see below:

```

PS1032-001          DEDUCTIONS FOR A CHECK          PAYR SCHD [ ]
EMPLOYEE ID [      ]      EMPLOYEE NAME [          ]
CHECK DATE [ / / ]      PAY END DATE [ / / ]
CHECK/ADVICE# [      ]      NET PAY [ / / ]      TRN TYP [ ]
TOTAL GROSS [      ]      FWT GROSS [      ]      OASI GROSS [      ]
FED GROSS SPCL [      ]      SUPP TAX [      ]      MED GROSS [      ]
RETIRE GROSS [      ]      RET PLAN [      ]      MEDAID HOURS [      ]

DED  DED  DED  QTR  YEAR  DED  DED  PAYROLL
TYP  CODE  TITLE  ]  ]  AMOUNT  SRC  DED TYP
[ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]
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[ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]
[ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]
NUMBER OF TRANSACTIONS [ ]

NEXT:  FUNC  SCREEN  KEY1 [ ]  KEY2  KEY3 [ ]

CANCEL  NEXT  PRINT  REFRESH  PREVIOUS  NEXT  HELP  MENU
SCREEN
  
```

User Functions and Key Fields

| | |
|----------|--|
| Function | I (Inquire) |
| Screen | PS1032 |
| Key1 | Enter an Employee ID (required) |
| Key2 | Enter a transaction number (optional) |
| Key3 | Enter a Payroll Schedule (optional) or Year (optional) or both |

Using the Screen

To view deductions for a particular employee's pay check, you select a record by entering an employee ID. In addition, you can also enter selection criteria for payroll schedule and year. If the payroll schedule is entered and the year is left blank, the payroll schedule for the current year is assumed. To select a payroll schedule for a previous year, you must enter the year; for example, to view records for the 06B payroll schedule for 2002, enter **06B02** in the Key3 field.

There may be multiple check transactions for an employee for a given payroll schedule, as indicated in the Number of Transactions field on the last line of the screen. To view the information for a specific transaction, you must enter a transaction number in the Key2 field. The transaction number you enter cannot be greater than the value displayed in the Number of Transactions field. When a payroll transaction is displayed, the detail for the transaction is displayed in the Ded Typ through Payroll Ded Typ fields.

Data Field List

| | |
|--|---|
| Payr Schd (Key3; optional) | Medicare Gross |
| Employee ID (Key1; required) | Retire Gross |
| Employee Name | Ret Plan |
| Check Date | Med Aid Hours |
| Pay End Date | Ded Typ |
| Chk/Adv Ind | Ded Code |
| Chk/Adv Num | Ded Title |
| Net Pay | Qtr |
| Trn Typ | Year |
| Total Gross | Ded Amount |
| FWT Gross | Ded Src |
| OASI Gross | Payroll Ded Typ |
| Fed Gross Spcl | Number of Transactions (Key2; optional) |
| Supp Tax Gross | |

Payroll Schedule

| | |
|-------------------|--|
| Definition | Key3 field; entry optional. A code identifying a payroll for a particular month. The first two characters identify the month of the accounting period (01-12). The third character identifies the schedule code indicating when a payroll is initialized for processing, for example, A (semimonthly). |
| Length | 3 characters |

| | |
|---------------|---|
| Values | <p>Defined by SBCTC-ITD on the Schedule Code Table (PS9042) as follows:</p> <ul style="list-style-type: none"> A Semimonthly payroll schedule for the pay period of the 1st through the 15th of the month B Semimonthly payroll schedule for the pay period of the 16th through the last working day of the month H Hourly payroll schedule M Monthly payroll schedule S Supplemental schedule for fiscal year end Z Schedule for W-2 balance adjustments 1 First payroll schedule for new academic year |
|---------------|---|

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Employee ID (EMP-ID)

| | |
|-------------------|---|
| Definition | Entry required. A unique number that identifies an employee. This number is usually the employee's Social Security number. |
| Length | 9 digits |
| Values | College-entered on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012) |
| Edits | <p>On screens where the employee ID field is open, the employee ID must have been entered into the Employee database on the Employee Status Screen (PS0001) or the Student/Hourly Screen (PS0012).</p> <p>On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces.</p> |

| | |
|------------------|---|
| Data Sets | <p>Employee (EMP) database:</p> <ul style="list-style-type: none"> DED-BAL-D (key) EMP-A (key) EMP-ADDR-D (key) EMP-BENE-D (key) EMP-BOND-D (key) EMP-DED-D (key) EMP-EDUC-D (key) EMP-HIST-D (key) EMP-JOB-D (one of 2 keys) EMP-M (key) EMP-NAME-D (one of 2 keys) EMP-YRQ-D (key) EMPLR-XREF-D (one of 2 keys) FAC-PLACE-D (key) LEAVE-DAY-D (key) LEAVE-XREF-D (one of 2 keys) <p>Payroll (PAYR) database:</p> <ul style="list-style-type: none"> COH-TRNS-M TIME-RPT-D |
|------------------|---|

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Employee Name (EMP-NAME)

| | |
|-------------------|---|
| Definition | Entry required. The full name of an employee. |
| Length | 30 characters |
| Format | <p>Last, First Middle; Suffix</p> <p>A compound last name must have a hyphen between each part, for example Smith-Jones. There must be a comma between the last and first name, for example, Smith-Jones, Jane</p> <p>If the name includes a suffix, the middle name must be followed by a semi-colon, for example, Johnson, Robert Alan; Jr.</p> |
| Values | Entered by college on the Employee Status Screen (PS0001). Can be changed on the Personal Information Screen (PS0004). |
| Data Sets | EMP database: EMP-M |

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Check Date

| | |
|-------------------|---|
| Definition | The actual date that an employee received a paycheck. |
| Length | 6 digits |
| Format | MMDDYY |

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Pay Period End Date

| | |
|-------------------|----------------------------------|
| Definition | The ending date of a pay period. |
| Length | 6 digits |
| Format | MMDDYY |

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Check/Advice Indicator

| | |
|-------------------|--|
| Definition | A code indicating whether an employee was issued a check or an advice. |
| Length | 1 character |
| Values | Defined by SBCTC-ITD as: A Advice C Check |

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Check/Advice Number

| | |
|-------------------|---|
| Definition | The number assigned to a payroll check or advice. |
| Length | 8 digits |

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Net Pay

| | |
|-------------------|--|
| Definition | The actual amount, total gross pay less deductions, for which a payroll check was written. |
| Length | 9 digits, including 2 decimal places |
| Values | 9999999.99 |

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Transaction Type

| | |
|-------------------|---|
| Definition | A code identifying a category of transactions, such as OVP (overpayment). |
| Length | 3 characters |
| Values | Defined by SBCTC-ITD as follows: CUR Current payment CAN Cancellation HND Handdrawn check OVP Overpayment EXP Expense transfer |

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Total Gross Pay

| | |
|-------------------|--|
| Definition | The total gross amount of a payroll transaction before deductions are processed. |
| Length | 9 digits, including 2 decimal places |
| Values | 9999999.99 |

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Federal Withholding Tax Gross Pay

| | |
|-------------------|---|
| Definition | The total amount of gross pay that is subject to federal withholding taxes. |
| Length | 9 digits, including 2 decimal places |
| Format | 9999999.99 |

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OASI Gross Pay

| | |
|-------------------|--|
| Definition | The total amount of gross pay that is subject to OASI taxes. |
| Length | 9 digits, including 2 decimal places |
| Format | 9999999.99 |

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Special Federal Withholding Tax Gross

| | |
|-------------------|---|
| Definition | The amount of earnings subject to being taxed at a special flat rate rather than at the tax table rate. |
| Length | 9 digits, including 2 decimal places |
| Format | 9999999.99 |

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Supplemental Retirement Tax Gross

| | |
|-------------------|---|
| Definition | The total amount of supplemental retirement pay that is subject to federal withholding tax. |
| Length | 9 digits, including 2 decimal places |
| Format | 9999999.99 |

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Medicare Gross Pay

| | |
|-------------------|--|
| Definition | The total amount of gross pay that is subject to a Medicare deduction. |
| Length | 9 digits, including 2 decimal places |
| Format | 9999999.99 |

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Retirement Gross Pay

| | |
|-------------------|--|
| Definition | The total amount of gross pay that is subject to a retirement deduction. |
| Length | 9 digits, including 2 decimal places |
| Format | 9999999.99 |

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Retirement Plan

| | |
|-------------------|---|
| Definition | A code identifying the retirement plan in which the employee was enrolled at the time of payment. |
| Length | 2 characters |
| Format | Defined by SBCTC-ITD on the Retirement Plan Table (PS9041). |

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Medical Aid Hours

| | |
|-------------------|---|
| Definition | The number of hours reported for this pay period that are subject to a medical aid deduction. |
| Length | 5 digits, including 2 decimal places |
| Format | 999.99 |

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Deduction Type

| | |
|-------------------|---|
| Definition | A code identifying the type of deduction. |
| Length | 1 character |
| Values | Defined by SBCTC-ITD as follows: C Employer Contribution D Deduction R Reduction |

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Deduction Code

| | |
|-------------------|--|
| Definition | A code identifying a plan, benefit, or function that is paid for by payroll deduction. |
| Length | 3 characters |

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Deduction Title

| | |
|-------------------|--|
| Definition | The descriptive title of a deduction code. |
| Length | 16 characters |

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Deduction Quarter

| | |
|-------------------|---|
| Definition | A code indicating the quarter (1-4) for which the deduction transactions apply. |
| Length | 1 digit |

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Deduction Year

| | |
|-------------------|--|
| Definition | A number indicating the calendar year for which the deduction transactions apply |
| Length | 2 digits |

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Deduction Amount

| | |
|-------------------|--------------------------------------|
| Definition | The amount deducted from gross pay. |
| Length | 7 digits, including 2 decimal places |
| Format | 99999.99 |

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Deduction Source

| | |
|-------------------|--|
| Definition | A code identifying which transactions have occurred for a deduction. |
| Length | 2 characters |
| Values | <p>Blank Normal deduction from Employee to Vendor</p> <p>DP Deduction from prepayment account to vendor</p> <p>DR Deduction from employee to the institution's suspended receivable account</p> <p>DS Deduction from employee to vendor to satisfy the suspended balance of a deduction that was not taken previously</p> <p>ND Deduction not taken from employee</p> <p>PE Prepayment entered from employee to prepayment account</p> <p>PG Prepayment generated from employee to prepayment account</p> <p>RD Deduction is paid by the institution and posted as a suspended receivable because employee's net pay is inadequate</p> <p>SD Deduction is not paid but is posted to a suspended balance from which the deduction will be taken when the employee has adequate net pay.</p> |

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Payroll Deduction Type

| | | |
|-------------------|--|---|
| Definition | A identifying a type of deduction as it relates to a paycheck. | |
| Length | 2 charcters | |
| Values | Blank | Normal deduction/contribution |
| | O+ | One-time deduction addition to vendor |
| | OP | One-time deduction addition to prepayment account |
| | OR | One-time deduction replacement to vendor |
| | PE | Deduction refund from prepayment account to employee |
| | PP | Prepayment entered to post a personal check from employee |
| | VE | Deduction refund from vendor to employee/employer |
| | VP | Deduction refund from vendor to prepayment account |

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Number of Transactions

| | |
|-------------------|--|
| Definition | Key2 field. The number of transactions associated with a payroll schedule. |
| Length | 2 digits |